

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		INITIALS		DATE
1					25 Nov
2					"
4					
3					9 Dec,
5					
6	Ex etc.				
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div>					
<p>Some of your notes marked for Progress Report 2 are now putting into the letter of instruction. You might put on separate sheets the items you think would be of interest to the field. - Rev</p> <p>Received on 9 Dec '57. <i>MM</i></p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

STAT

STAT

OFFICIAL USE ONLY

10 December 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM : Chief, FBIS
SUBJECT : Letter of Instruction - Part I

GENERAL

1. Publication by the GPO and delivery of all volumes of "Broadcasting Stations of the World" was completed in early November. The new edition contains 1017 pages as compared with 782 pages of station listings in the previous edition. This 30% increase reflects the continued development of foreign broadcasting.

EDITORIAL BRANCH

1. General

a. Daily Report Supplements issued:

1. 6 November -- Speech by CPSU First Secretary N.S. Khrushchev at the USSR Supreme Soviet Session Commemorating the 40th Anniversary of the October Revolution.
2. 7 November -- Speeches and Appeals at the USSR Supreme Soviet Session Commemorating the 40th Anniversary of the October Revolution.
3. 12 November -- World Radio and Press Reaction to President Eisenhower's Speech of 7 November on "Science in National Security."

b. Following a survey of users of economic abstracts, it has been decided to facilitate future reference by changing the colors of the cards at the beginning of a new broadcast year. In this connection, in reverting to serial number 001 at the beginning of the new year in accordance with Paragraph 2a4 of FBIS Notice 57-12, bureaus will be guided by broadcast date rather than processing date. Thus all items broadcast in 1957 should bear a serial number within the 1957 series.

c. Bureaus are reminded that they should avoid backlogs of Economic Abstracts and insure a constant flow of the mats to headquarters.

OFFICIAL USE ONLY

OFFICIAL USE ONLY

STAT d. All bureaus are urged to review the stipulations of FBIS Regulation [] concerning the retention and disposition of bureau records and especially those sections relating to the retention of recordings containing possibly treasonable statements by American citizens broadcast from a foreign country. When such statements are made they should be reported promptly to headquarters and the full text of the item should follow expeditiously when the circumstances or content warrant. When full text is not considered essential a summary FYI or other processing device should be used to acquaint headquarters with all pertinent facts. As a means of providing headquarters with a current record of all such items, the bureaus are requested to list and identify all recordings slated for permanent retention in the appropriate monthly Progress Reports.)

e. To conform with commonly accepted usage, the following spellings of German place names have been adopted: Bern, Frankfurt, Koblenz. When it is necessary to differentiate Frankfurt-am-Main from Frankfurt-an-der-Oder the following usage is preferred: Frankfurt/Main; Frankfurt/Oder.

f. Great caution should be exercised in identifying persons mentioned in broadcasts. Several recent misidentifications in the field required correction in headquarters. Occasionally these occur only in the process of summarization and more careful listening during texting has made correction possible. Since in some cases summaries rather than texts are published, such corrections should be reported in separate messages.

g. The swift and almost complete adherence to the criteria of the new Editorial Handbook is greatly appreciated. As an example of a minor deviation, bureaus are reminded of the provision of Paragraph III on Page D 4 of the handbook that apostrophes are not used for possessives used adjectively, e.g., the "Hungarian Socialist Workers Party," the "Bookbinders Association," etc.

h. Occasional incorrect attention slugs still cause difficulties. For example, a request for an additional copy of the Station and Program Notes for EBC should be directed to Seely, [] and not to Seely, []. For those messages properly addressed to TIU, the heading should read Seely/ [] from

STAT

STAT

STAT

i. Since 4 October, when the first Russian earth satellite was launched, FBID has been providing the daily timetable of the Soviet satellites to the Smithsonian Astrophysical Laboratories at Cambridge, Mass. The scientists at the laboratories have expressed their thanks for this useful service which derives for the most part from information furnished by the London Bureau.

SUPPORT OF RADIO PROPAGANDA BRANCH

1. Special reports prepared in the Radio Propaganda Branch called attention to propaganda indications of a split in the Bulgarian Communist Party and reviewed the salient points in Khrushchev's October Revolution anniversary speech.

OFFICIAL USE ONLY

2. A general tightening-up of verbiage in the Soviet commentary lists would facilitate headquarters processing as well as save time for compilers of the lists in the field. The following short-cuts are suggested as a means of cutting down the number of words without affecting precision:

a. Station commentaries, with authors unspecified, can be reported: "Anonymous. 'Oppose NATO Policy'...." (It is not necessary to spell out "talk" or "station commentary" or to identify the author as "station commentator.")

b. In reporting signed press comment, it is not necessary to specify "article." The less frequently broadcast "dispatches" should, however, continue to be so identified. These standard forms can be used: "Viktorov. PRAVDA. 'Support for Soviet Disarmament Proposals Is Gaining Ground.'..." but "Naumov PRAVDA dispatch. 'German Militarization Must be Halted.'..."

c. Definite and indefinite articles can in most instances be eliminated.

d. Standard abbreviations are not only acceptable but desirable: "re" for "in connection with," UNGA for U.N. General Assembly.

e. When the list contains a block of commentaries linked to a single event and grouped under a heading indicating that event, it is superfluous to repeat the full description of the event in each item. Descriptions of individual commentaries grouped clearly under the heading "Moscow Meeting of Communist and Workers Parties" for example need refer only to "Moscow meeting."

f. Language slugs on lists should always be abbreviated: TASSNA 1600, EngNA 0700, SpanMEX 2100.

g. All notations as to length of items should be inserted after descriptions. For example, the following description could have been compressed: "10-min summary Gomulka report at Warsaw Party Activists Meeting 28 Nov. devoted to results of Moscow meeting of Communist and workers parties. Home 0600; (3 mins) Serb 2000 Hungarian 1700; (3 mins in press review) Home 0900; (2 mins in news EngSEA 1400.)"

More usable form would have been: "Gomulka report to Warsaw Party activists 28 Nov re results Moscow meeting Communist leaders. (10 min summary Home 0600; 3 min Serb 2000, Hungarian 1700; 3 min press review Home 0900; 2 min news EngSEA 1400)

ROGER G. SEELY

STAT

SECRET

EXECUTIVE FILES

10 December 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM : Chief, FBIS

SUBJECT : Letter of Instruction - Part II

GENERAL OPERATIONS AND FACILITIES

1. Phase I of the allocated channel communications plan has proceeded satisfactorily, with an average of 60,000 words per day moved through this channel from London. Procurement of some of the necessary lines for Phase II has been completed in Europe. It is anticipated that Phases III and IV (Far East) will be implemented in the spring of 1958.
2. The Engineering Staff is proceeding with the construction of a loop antenna which will tune over a 300 kc band, with tuning and rotation controllable remotely from the operative position. Testing is planned before the end of the month.
3. Preproduction tests conducted on Dictaphone magnetic belt and transcribing equipment have revealed the need for minor modifications and improvements which must be made prior to acceptance. These have been forwarded to the manufacturer.
4. Radio Propaganda Reports published in November:
 - a. "Indications of Cleavage in the Bulgarian Communist Party".
 - b. "Khrushchev's October Revolution Anniversary Speech".
 - c. "Soviet Radio Output to Foreign Audiences".

ADMINISTRATION

1. Certain bureau Progress Reports tend to be excessively detailed and prolix. Following are examples of information that can normally be omitted: (a) Leaves of monitors; (b) Dependents' travel; (c) uncertain future events, e.g., possible issuance of single card for use at military facilities; (d) retrospective statements of editorial attention to specific events, unless accompanied by special contributions, such as roundups; (e) items already covered or to be covered in separate memoranda.

2. was issued on 18 November 1957, distribution

F-2.

SECRET

Page Denied